

HEALTH PLANNING AND PROGRAM SPECIALIST

DEFINITION:

Under general direction, to develop standards and health plans for the coordination of health services programs, resource development, research and planning procedures and practices; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is found in the Health and Human Services Agency and is responsible for coordinating multidisciplinary staff efforts, and direct the work of a health division, in the use of integrated research and planning and program and resource development. This person will represent the department relative to health/human services planning and evaluation before departmental, community, governmental, and professional groups.

EXAMPLES OF DUTIES:

Develops and implements research and planning activities to maintain an integrated and state-of-the-art approach to health care development and resource allocation through departmental professional staff; directs studies and analysis of broad and specific issues concerning health care efficiency, access, appropriateness, and effectiveness; coordinates departmental activities related to health services related programs; proposes health care policies and monitors implementation of such policies; identifies health care financial resources and, when appropriate, through departmental professional staff and graduate students, writes grant proposals for such resources; participates in departmental, community, state, and national professional committees directed toward priority health care areas; monitors and participates in the planning and programmatic activities of governmental and interjurisdictional agencies whose activities impact health services; may supervise the work of professional and clerical staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of health care systems and program planning.
- Collection, management, and analysis of health services data.
- Health, Safety, Welfare, Institutions Code, and major legislation related to these areas.
- Federal, state, and local organizational and administrative jurisdiction, concerning health services.
- Fiscal management and budgeting including principles and practices of health services cost analyses and cost containment strategies.
- Principles and practices of personnel management, supervision, employee relations, and training.
- Purposes, goals, and responsibilities of health, public assistance, protective services, and social services programs as they relate to health services priority areas.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Analyze and evaluate a variety of complex health care problems and recommend practical solutions.
- Analyze, develop, and recommend changes in methods, systems, policy, and procedures to the highest levels of

management on highly complex and sensitive issues.

- Communicate effectively with professional, administrative, legislative, and community representatives.
- Plan, organize, and coordinate the work of ad-hoc multidisciplinary planning, groups, and supervise graduate students.
- Organize and direct group discussions to interview, counsel, instruct, persuade, and transmit information and instructions clearly.
- Organize and direct group discussions at all functional levels of the county and other public and private agencies.
- Plan, coordinate, and initiate actions and implements decisions and recommendations.
- Interpret complex regulations, laws, and guidelines; read and comprehend complex material often involving legal, technical, or medical matters.
- Prepare and present concise, logical, oral, and written reports; explain policy, procedures, and recommendations on a wide variety of medical issues.
- Establish and maintain effective working relationships with others, especially in sensitive relationships with representatives of other governmental units and citizen groups and individuals not in a direct reporting relationship.
- Speak extemporaneously on complex physical health/human services issues

EDUCATION/EXPERIENCE:

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

1. Master's level training in one of the following disciplines: public health, health planning, social work, economics, public administration, or other related field; AND, five years of progressively responsible experience in the field of health and/or social planning or education with at least three years at a level responsible for the planning and administration of health or social services for a large public health and human services agency or in an organization which deals with public health/human services agencies; OR,
2. Candidates may qualify for the Children, Youth & Families/Maternal Child Health (CYF/MCH) or Children, Youth & Families/Child Health and Disability Prevention (CYF/CHDP) program by possessing certification that meets the California State Department of Health Services definition of "skilled professional medical personnel" (SPMP); AND, five years progressively responsible experience in the field of health and/or social planning or education with at least three years at a level responsible for the planning and administration of health or social services for a large public health and human services agency or in an organization which deals with public health/human services agencies.

Note: Examples of qualifying SPMP include but are not limited to Physicians, Registered Nurses, Dentists and other specialized personnel who have professional education and training in the field of medical care, such as Licensed Clinical Psychologists with a Ph.D. in psychology, Licensed Clinical Social Workers, Dental Hygienists, Nutritionists with a Bachelor of Science (B.S.) or Arts (B.A.) degree in Nutrition or Dietetics and registered with the Commission of Dietetics Registration (R.D.), Medical Social Workers with a Master's degree in Social Work (MSW) with a specialty in a medical setting and Health Educators with a Master's degree in Public or Community Health Education and graduation from an institution accredited by the American Public Health Association or the Council on Education for Public Health.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).